**Publisher Lesson 2 – Guided Notes**

What are the three phases of creating a publication?

1. 2. 3.

**Phase 1 - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Determine the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the publication.
2. Determine the desired \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Determine the \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ so that you can design an appropriate publication.
4. Gather \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to include.

**Phase 2 - ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* The design should support the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the publication.
* The design must take into account the \_\_\_\_\_\_\_\_\_\_\_\_ publication and be able to convey the message without \_\_\_\_\_\_\_\_\_\_\_\_\_.
* Type, size, and style of the font should directly relate to the message. Avoid using too \_\_\_\_\_\_\_\_\_\_ font types.
* Graphics, used correctly, add interest. Avoid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* White space (negative space) is used between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to rest the eye and make objects stand out.
* What are the six principles of design?

1. 2. 3. 4. 5. 6.

**Template**

* Delete any \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_template parts.
* The page design may be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ using the Page \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ribbon
* Change the color \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ using the Page Design Tab, Schemes Group, Color Schemes gallery
* Change the page margins or page orientation using the Page \_\_\_\_\_\_\_\_\_\_\_ Tab, Page \_\_\_\_\_\_\_\_\_\_\_\_ Group.
* Building Blocks include (name 3):

**Working with Objects**

* You can select multiple objects at once using the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ key and clicking on the \_\_\_\_\_\_\_\_\_\_objects.
* The Bring \_\_\_\_\_\_\_\_ and Send \_\_\_\_\_\_\_ Commands in the Arrange Group may be used to layer objects as desired.